



Notice of Intent to Drill, Deepen or Modify a Monitor / Piezometer / Environmental Well

Introduction

These instructions are a guide to filling out Form DWR 55-44A (Rev. 05/01/03), entitled "Notice of Intent to Drill, Deepen, Replace or Modify a Monitor/Piezometer/Environmental Well." Please review the instructions prior to completing the form in black or blue ink. Forms may be obtained at any Arizona Department of Water Resources (ADWR) office and at ADWR's Web site, <http://www.water.az.gov>. For information about the form or these instructions, contact the Supervisor of the Notice of Intent Program at (602) 417-2470.

When Form 55-44A Must be Filed

Form 55-44A must be filed prior to drilling, deepening or modifying a monitor, piezometer or any type of environmental well. Monitor and piezometer wells are wells used to monitor water quality and water levels. Environmental wells are normally associated with site investigation or remedial actions, and include air sparging wells, biosparging wells, vapor extraction wells, free product recovery wells and wells involving other types of remediation. Environmental wells are permanent installations, as opposed to geotechnical or exploration boreholes drilled to obtain samples or information, and then immediately abandoned.

Generally, monitor, piezometer and environmental wells are not intended to pump water as their primary purpose. If a pump is installed in a monitor or environmental well located within an Active Management Area (AMA), pumping must be limited to the maximum amount required for sampling or remediation purposes, but in no event may the maximum pump capacity exceed 35 gallons per minute, nor may the total volume of groundwater withdrawn exceed 10 acre-feet per year. If additional pumping capacity or annual withdrawal volume is needed for the well, a groundwater withdrawal authority permit (such as a Poor Quality Groundwater Withdrawal Permit) will be required. Piezometer wells typically do not have pumps.

Filing Fee

Each Notice of Intent (NOI) form must be accompanied by a one hundred fifty dollar (\$150.00) filing fee, as required by Arizona Revised Statutes (A.R.S.) § 45-596. Checks must be made payable to "Arizona Department of Water Resources" or "ADWR" and should be attached to the top of the NOI form.

When Drilling May Begin

After an NOI is filed, the well may not be drilled, deepened or modified until ADWR issues a drilling card to the licensed well driller. However, if the well is part of a Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) project, an Arizona licensed driller may proceed to drill, deepen or modify the well prior to issuance of a drilling card, as long as an NOI is filed prior to commencement of the drilling. Please note that ADWR will not grant a variance from its minimum well construction standards after a well is drilled. Therefore, if a variance is requested, the well driller should verify whether the variance has been granted before commencing well drilling.

Instructions for Filling out the Form

Section 1 – Registry Information

Well Type and Proposed Action

Check the appropriate boxes indicating the type of well involved, and whether the applicant intends to drill a new well or deepen or modify an existing well. If an existing well will be deepened or modified, fill in the original registration number of the well.

Location of Well

Fill in the following information relating to the location of the well:

- The street address of the property where the well will be drilled. This information is usually the same as the site or facility address.
- A legal description for the proposed well location. The legal description is the township, range, section, and in decreasing order, the quarters of that section so that well location falls in a 10-acre block within that section.
- The county tax assessor's parcel identification number and the acreage of the parcel. This number ordinarily has at least eight digits, arranged in a book-map-parcel sequence (XXX-XX-XXX). The number can be obtained from the county tax assessor's office. Federal or State land will not have a parcel identification number.
- The name of the county where the well is located.

Section 2 – Owner Information

Well Owner

Fill in the well owner's name, mailing address and telephone and fax number. If the well owner is a corporation, governmental unit or other entity, provide the name of a contact person.

Landowner

If the land is not owned by the well owner, fill in the landowner's name, mailing address, telephone and fax numbers and, if the landowner is a company or organization, the name of a contact person. If the landowner does not sign the signature block of the NOI form, also attach a copy of an access agreement or permission letter from the landowner indicating the landowner's approval of the proposed action.

Section 3 – Drilling Authorization

Drilling Firm

Provide the name, DWR license number, Arizona Registrar of Contractors license category, telephone number and fax number of the licensed well driller that will perform the work. Only a well drilling contractor licensed in the State of Arizona may drill, deepen or modify a well in Arizona. Except for wells drilled as part of a CERCLA project, drilling may not begin until the well drilling contractor has possession of a drilling card at the well site, issued by ADWR in the name of the well drilling contractor or licensee, and which authorizes the drilling of that specific well in that specific location.

Consultant

If a consulting firm is used, provide the name of the firm, and the name, telephone number, fax number and e-mail address of the contact person at the firm.

Section 4 – Questions

Check the appropriate boxes and fill in information indicating the following:

1. Whether all annular spaces between the casing and the borehole for the placement of grout are at least 2 inches. A minimum of 2 inches of space is required if the well is located in or near a groundwater contamination site (such as a CERCLA, WQARF, DOD or LUST site). The minimum requirement for all other wells is 1½ inches.
2. Whether the screened or perforated interval of casing will be greater than 100 feet in length. The screened or perforated interval may not be greater than 100 feet in length if the well is located in or

near a groundwater contamination site (such as a CERCLA, WQARF, DOD or LUST site).

3. Whether a variance is requested to use thermoplastic casing (PVC) in lieu of steel casing in the surface seal. If so, unless ADWR determines that extraordinary circumstances requiring the use of steel casing exist, ADWR will grant the variance without the necessity for the applicant to submit a separate letter requesting the variance. If ADWR grants the variance request, the well must be constructed in a vault, as defined in A.A.C. R12-15-801(27), the thermoplastic casing must be installed only in an oversized borehole without driving, and the PVC must conform to ASTM standards.
4. Whether there is any other well name or identification number for the proposed well. There may be a site-specific well number (such as MW-1, MW-2, etc.) or a number provided by the Arizona Department of Environmental Quality (ADEQ). Providing ADWR with a unique name or number will aid in identifying and communicating well information, especially at the time of abandonment.
5. Whether construction plans have been coordinated with ADEQ. If so, fill in the name and phone number of the ADEQ project manager or hydrologist for the site.
6. If the proposed well is a monitor or environmental well, whether dedicated pump equipment will be installed. If so, fill in the design pump capacity in gallons per minute. If the well is within an AMA, the maximum pumping capacity may not exceed 35 gallons per minute and the annual amount of groundwater withdrawn may not exceed 10 acre-feet.
7. Whether the well registration number will be stamped on the vault cover or upper part of the casing. If not, indicate where the registration number will be placed. ADWR's well construction rules require the well registration number of a monitor well to be inscribed on the vault cover or at the top of the casing. Inscribing the registration number in the wet cement around the vault during installation is a common method of additional identification.

Section 5 – Well Construction Details

Section 5 requires information on the well construction methods to be used and the surface or conductor casing. Check the appropriate box in each category. Provide details if "Other" is checked for any category.

Section 6 – Proposed Well Construction Plan

Section 6 requires information on the proposed well abandonment design. In the box in the upper right-hand corner, fill in the date when abandonment is to begin. In the **Casing Treatment** table, check the appropriate box indicating the type of casing treatment that will be used. If the casing is to be removed, check the “casing removal” box and provide a description of the removal technique in “Remarks.” If the type of casing treatment that will be used is not listed, explain the treatment in the appropriate box. If the casing is to be perforated during treatment, describe the size and frequency of perforations for each interval. The casing treatment must be indicated by depth interval, and the depth interval must be filled in.

In the **Sealing or Fill Material** table, check the appropriate box indicating the sealing or fill material that will be used. Note any changes by depth interval. Also, fill in the mixing ratio of the material and check the appropriate box indicating whether the ratio is by weight or volume. Finally, fill in the estimated volume of material for each depth interval.

Below the three tables, fill in the number of casing strings if the well has nested casings. Also fill in the expected depth to water.

In addition to filling in the information in section 6, attach a **well construction diagram** in which all of the specifications in Section 6 are labeled. The information in the well construction diagram must match the information in Section 6.

Signature Block

The form must be signed and dated by the landowner or well owner. Above the signature, print the name and title of the person signing the form.

Requests for Variance

If a variance is requested from ADWR’s minimum well construction standards, the request must be submitted with the NOI. The request must be in writing and signed by the well owner or well driller. A consultant may sign the variance request letter if the well owner has provided a letter of authorization. Note that a request for a variance to use thermoplastic casing in lieu of steel casing in the surface seal may be made by checking the appropriate box in the Section 4. Also note that under A.A.C. R12-15-811(I), a monitor well may be constructed below the land surface in a vault in areas of traffic or public rights-of-way. A variance is not necessary to construct the monitor well in that manner.

Where to File Form

Completed forms may be mailed to ADWR at the following address:

Arizona Department of Water Resources
Water Management Support Section
P.O. Box 458
Phoenix, Arizona 85001-0458

Completed forms may also be submitted to ADWR’s main office in Phoenix at 500 N. 3rd Street, Second Floor or any of ADWR’s outlying offices listed below:

Pinal Active Management Area
1729 N. Trekell Road, Suite 105
Casa Grande, AZ 85222

Prescott Active Management Area
2200 E. Hillsdale Road
Prescott, AZ 86301-4941

Santa Cruz Active Management Area
857 W. Bell Road, Suite 3
Nogales, AZ 85621-4545

Tucson Active Management Area
400 W. Congress, Suite 518
Tucson, AZ 85701-1374

The completed form must be legible and of good quality when received by ADWR so that it can be scanned into ADWR’s permanent records. Also, if a fee is required, ADWR will not accept the form without the proper fee.

Time Frames for Processing an NOI

ADWR has 15 days after receipt of an NOI to perform an administrative completeness review to determine whether the NOI should be accepted or rejected and whether a drilling authority should be granted or denied. If ADWR determines an NOI to be incomplete or incorrect, ADWR will notify the applicant in writing and specify what information is necessary to make the NOI complete and correct. Until the requested information is received, the administrative completeness review time frame is suspended. If the information is not supplied within 60 days, ADWR may deny the drilling authority.

Any NOI that includes a request for a variance from ADWR’s well construction standards, including a request under Section 4 for a variance to use thermoplastic casing in lieu of steel casing in the surface seal, must undergo a substantive review after the administrative completeness review. The substantive review time frame is 35 days, making the overall time frame for approval or denial 50 days. ADWR may make

one comprehensive written request for additional information during the substantive review time frame. If ADWR requests additional information, the substantive review time frame is suspended until the information is submitted. If the information is not submitted within 60 days, ADWR may deny the drilling authority.

At the end of the review, ADWR will send written notice either granting or denying the drilling authority. If drilling authority is granted, the drilling card will be mailed to the drilling firm. This authority is valid for one year from the date the NOI was filed. If denied, ADWR's notice will state the reasons for the denial and provide an explanation of the applicant's right to appeal.

Forms to File After the Project is Completed

Within 30 days of completion of the drilling, deepening or modification of the well, the well driller must file a Well Driller Report and Well Log (Form 55-55). If a pump is installed in the well, the well owner must file a Pump Installation Completion Report (Form 55-56) within 30 days of installation. These reports must include information on the well as it was actually constructed.